

Washington County

Job Description



Title:	Appraisal Assistant		
Division:	Real Property	Effective Date:	07/17
Department:	Assessor	Last Revised:	07/17
Career Service:	PT-No	FLSA Status:	Eligible

GENERAL PURPOSE

Provides difficult, technical, complex or specialized office and field support to appraisal teams, which involves inspection, verification, measuring, gathering data, maintaining a variety of records and documents, and other pertinent information needed on real property for the county-wide property appraisal, assessment, and equalization programs.

SUPERVISION RECEIVED

Works under the general supervision of the Appraisal Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (Performs some or all of the following)

Assists appraisal personnel in conducting routine aspects of field work and office support; takes photos of property; collects property characteristics of interior and exterior improvements; performs measurements of miscellaneous improvements to property, makes complex sketches; assists in completing forms; performs clerical duties in connection with an appraisal including transferring data into CAMA system; converts field notes to sketching software or CAMA; converts building plan specifications to sketching software or CAMA. Reviews, measures, and verifies scale drawings, calculations, and all related information used in the appraisal of commercial and/or residential property, and land. Acts as a liaison between regional building departments and the Assessor's Office.

Performs assigned equalization duties and procedures; updates data for subdivisions, subdivision lists, and maps, homes, PUD's, communities, etc.; reviews information; interprets aerial photography to identify property attributes; performs appraisal data input; assures accuracy of information related to codes, etc. Review and process legal documents involving parcel cuts and combinations; Visits sites to determine improvement location as parcel cuts occur. Assists appraisers with the collection of sales information by receiving and researching sales survey forms; reviews property deeds; tracks sales on spreadsheets and in CAMA system.

Reviews, processes, edits, and enters into computer information impacting changes to property data from multiple sources, i.e., researches and assembles information from a variety of sources for use in the appraisal process; locates property which has not been assessed and follows established procedures to make remedies and corrections.

Prepares, receives, and reviews homeowner residential exemption forms and applications; contacts homeowners; determines accuracy and validity of applications; processes applications according to established methods and procedures; manages databases and/or spreadsheet files; audits driver's license information. Rotates as "appraisal assistant on duty" and acts as an information source to property owners and other interested parties in the field, at the public counter, and over the telephone.

Performs difficult, complex technical and/or specialized support work which requires the exercise of independent judgment, the application of technical skills, and knowledge of detailed or specialized activities related to the department.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent;

AND

B. Two (2) years of experience in real estate, construction industry, and customer service related to above duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of all levels of office procedures and policies related to the office of county assessor; basic policies and procedures related to the appraisal process; basic appraisal concepts and terminology; office machines and equipment, including computers and data entry; inter-relationships of the various departments of county government; Greenbelt rules and regulations; legal descriptions; techniques for dealing with the public, in person and over the telephone.

Ability to Perform specialized appraisal and office support work; Communicate effectively, verbally and in writing; perform routine mathematical calculations using percentages and fractions; apply and explain rules, policies, and procedures; organizing, maintaining, and researching departmental files; develop effective working relationships with supervisors, subordinates, the public, and those contacted in the course of the work; Basic map reading; Using initiative and independent judgment within established procedural guidelines; Organizing own work, setting priorities and meeting critical deadlines; Contributing effectively to the accomplishment of team or work unit goals, objectives and activities. Must be able to perform a high volume of work while maintaining accuracy and adhering to statutory regulations and deadlines.

3. Special Qualifications:

Must possess a valid Utah driver's license; must be able to operate tablet PC and hand laser meter; Working knowledge of Microsoft Office Suite; very good verbal and written communication skills; Customer service proficiency; must successfully complete course 501 Assessment Practices in Utah within twelve months of attaining position.

Incumbent shall: be of good moral character; demonstrate honesty, competency, integrity, and truthfulness; conduct his/her professional duties and activities in a manner that reflects credit upon incumbent, his/her profession, and the organization.

4. Work Environment:

Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performance of essential duties. Periodic exposure to extreme outside weather conditions and occasionally uncooperative property owners. Mental application utilizes memory for details, emotional stability, and discriminating thinking. Frequent travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)